



MEMORANDUM



DATE: April 1, 2003

TO: ALL DEPARTMENT TRAINING OFFICERS

FROM: Evelyn Hemenover
Chief, Training Division
(916) 445-5121, fax (916) 324-4050

SUBJECT: Minutes of the Quarterly Department Training Officer Meeting – 3/20/03

The quarterly Department Training Officer meeting was held on March 20, 2003 from 9:00 a.m. to 11:00 a.m. at the State Training Center, 1515 S Street, North Building, Suite 108, Sacramento, California. The meeting was immediately followed by an open house to showcase STC's Video Conference Facility and Integrated Multi-Media equipment in the classrooms.

I. WELCOME AND AGENDA OVERVIEW (9:00 – 9:10 a.m.)

Evelyn Hemenover welcomed the attendees and went over the agenda items. She also informed attendees that the State Training Center would be accepting training registrations for next fiscal year despite delays in the passing of the budget. The class schedule for next fiscal year will be available on-line after April 8, 2003 and will be available in paper form in early May.

II. TRAINING DIVISION BUSINESS (9:10 – 9:20 a.m.)

George Steinert discussed the positive impact that the Department Training Officer Meeting Advisory Board has had on the content of the DTO Meetings. The Advisory Board was created in August, 2000 to assist the State Training Center in planning and facilitating the DTO Meetings. The current Advisory Board members have updated the role of the Advisory Board and the DTO meeting guidelines and focus and this information was handed out at this quarterly meeting. He also asked for additional volunteers to serve on the Advisory Board, and received several nominations. Susan Coats, Advisory Board Coordinator, will be contacting those volunteers.

III. CONTENT SESSION – DESIGNING MULTI-MEDIA PRESENTATIONS (9:20 – 10:40 a.m.)

Ree McLaughlan, Department of Fire and Forestry, discussed Microsoft Producer and showed some Power Point examples. She referenced the following web sites:

- Overview of Microsoft Producer – <http://www.microsoft.com/office/powerpoint/producer/default.asp>
 - Free download for those who have PowerPoint 2002 or add on Microsoft Producer - <http://office.microsoft.com/downloads/2002/producer.aspx>
 - Presentation magazine – <http://www.presentations.com/presentations/index.jsp>
- You can contact Ree at Ree.McLaughlan@fire.ca.gov.

Tim Eldred, Board of Control, discussed visual and auditory tricks, use of music and sound clips and hyperlinks. Some of the sites he referenced are:

- <http://www.dailywav.com>
- www.presentersuniversity.com
- www.digitaljuice.com/index.asp
- www.soundamerica.com
- www.earthstation1.com

You can contact Tim at teldred@boc.ca.gov.

John Pizzuti, California Youth Authority, demonstrated a PowerPoint game to make learning more interactive and showed a short video on a demonstration of a visual communicator software. He referenced the following site:

- <http://www.seriousmagic.com>

Contact John at jpizzuti@cya.ca.gov.

Edmond Matevosian, Department of Transportation, discussed the benefits of using DVD to deliver courses – it has a table of contents unlike CDs. Some sites to reference are:

- www.adstech.com
- www.dvd-to-mpeg.com
- <http://www.rendersoftware.com/products/camstudio/index.htm>

Edmond can be contacted at Edmond_Matevosian@dot.ca.gov.

IV. INFORMATION SHARING (10:40 – 11:00 a.m.)

Susan Coats asked the group if they had any additional insights regarding the impact of the budget situation on training. At the meeting in January, the group compiled a comprehensive list of current issues, potential issues and creative ways to meet training needs. We will be asking for additional information at each meeting as we struggle through this fiscal crisis. Some of the items mentioned were:

- Perception/Appearance of fiscal conservation is essential
- No fun allowed!
- Alternate training methods such as E-Learning, CD/DVD, Videoconferencing are being utilized

New Training Officers/Coordinators Present –

Veda Lewis, Cal Trans

Wendy Williamson, Department of Aging

Susan Wells, Gambling Commission

Eric Berumen, from Department of Consumer Affairs, asked if anyone could assist his department with training Board members. If you have information about this, contact Eric at eric_berumen@dca.ca.gov.

The panel members asked if anyone was interested in having more intense training on Multi-Media Presentations, and the majority of attendees expressed a positive interest. Since we would need individual PCs to be able to actually experience how to create some of the things we saw at the meeting, several suggestions were made regarding training facilities.

- Toxics - see Carolyn Nelson
- CalEPA – Becky Morales
- Board of Equalization – see Mark Walker
- UC Davis Galleria

The next Department Training Officer meeting will be held on June 18, 2003, from 9:00 a.m. to 11:30 a.m. at the Contractor's State Licensing Board, 9821 Business Park Drive, Rancho Cordova, California. We would like to communicate with you via e-mail. If you do not receive a copy of this agenda electronically, we probably don't have your e-mail address. If you know of other staff in your department who are interested in attending these meetings, please forward this information to them and have them contact STC to be added to the mailing list. Contact Susan Coats at (916) 324-4055 or e-mail susancoats@dpa.ca.gov.